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EXECUTIVE SECRETARIAT
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TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
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Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - FOR ACTION

FOR DIRECT REPLY WITH A DROP COPY TO
ER AND EO/DDA.

SUSPENSE: 15 AUGUST 1985

*EEO does not seem to respond
to the attached. The package
sent out by OPM was an old*

Package.

*Done
8/15/85*

TO:	ACTION	INFO	DATE	INITIAL
1 DCI				
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SUSPENSE

Date

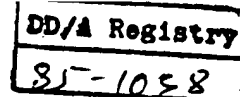
Remarks

Executive Secretary
22 Mar 85

Date

3637 (10-81)

DDA SUBJECT FILE COPY



THE WASHINGTON COUNCIL OF HISPANIC EMPLOYMENT PROGRAM MANAGERS

21 March 1985

MEMORANDUM

TO : Heads of Departments and Independent Agencies

FROM : Ellie R. Gilbert, Chair
Washington, D.C. Council of
Hispanic Employment Program Managers

SUBJECT: Hispanic Employment Program Achievement Award Program

The Washington, D.C. Council of Hispanic Employment Program Managers and the National Hispanic Employment Program Office, U.S. Office of Personnel Management, are hereby announcing the opening of the nomination period for the 1985 Hispanic Employment Program Achievement Award Program. Awards will be presented during the Inter-Agency Opening Ceremony commemorating the 1985 Hispanic Heritage Week Observance on Monday, September 16, 1985. The Theme for this year's observance is a "A Salute to Youth."

Nominations for subject award (for the Washington, D.C. Metropolitan area only) must be submitted no later than August 16, 1985. FPM Letter 720-5 outlines the criteria established for granting this award. To facilitate the nomination process, we are forwarding a copy of the nomination guideline forms.

Agencies participating in this award program are requested to submit five copies of each of the following items: (1) completed nomination form; (2) narrative supporting the nomination; and, (3) biographical sketch of nominee.

The nomination package should be sent to the following address:

HEP Achievement Award Committee
c/o Hispanic Employment Program, AEP/WED
Office of Personnel Management
1900 E Street, N.W., Room 7317
Washington, D.C. 20415

We encourage all agencies to participate and to publicize the achievements of those employees selected as recipients of this award.

Ellie R. Gilbert, Chair
DC Council of Hispanic Employment
Program Managers

Attachments
a/s

Guidelines for the Hispanic Employment Program Achievement Award Program of
the Washington Metropolitan Area

The Hispanic Employment Program Achievement Award Program is administered by the U.S. Office of Personnel Management, Interagency Advisory Group, Washington D.C. Council of Hispanic Employment Program Managers and the Hispanic Employment Program Office.

Eligibility

Hispanic Employment Program Managers or other Federal employees who have made outstanding contributions toward furthering the goals of the Hispanic Employment Program.

- a) The awards will be given for special achievement.
- b) Nominees must have held their positions for at least one year and must have worked within the Washington, D.C. metropolitan area.

Nominations

Nominations must be made by agencies. They must be signed by agency head or his/her designee and the EEO Officer or Personnel Director.

Selection of Recipients

The selection committee will be composed of: two EEO Officers; one HEPM; the elected Associate Chair of the HEP Council; and one individual from the private sector.

Persons nominated or EEO Officers who nominate employees for this award may not participate in the selection committee.

Qualifying Period

The qualifying period is September 1984 to August 1985. Nominations should be submitted by August 16, 1985. Late nominations will not be accepted.

Type of Award

The award will consist of the official marble paperweight described in FPM Letter 720-5. The award will be mounted on a plaque.

Nomination Criteria

The basic criterion for nomination is outstanding performance in three or more of the categories listed below. The examples provided are not all inclusive.

1. Stimulation of recruitment efforts which results in measurable increase of the Hispanic population in the nominee's respective agency.

Examples: a) Development of proposal to target recruitment to Hispanic men and women.

Cont. Guidelines

2

b) When applicable, implementation of the bilingual/cultural certification authority.

2. Active cooperation with community organizations on programs that directly affect the recruitment, hiring, training, and advancement of Hispanics in the Federal government or programs which promote and advance the goals and objectives of the HEP.

Examples: a) organize/participate
- job fairs

b) conferences/conventions
- assist in organization/publicity
- conduct workshops

3. Enhancement of the opportunities or performance of agency's Hispanic employees by encouraging the development of projects or programs.

Examples: a) organize/deliver
- training
- special workshops

b) promote
- developmental details
- opportunities in UPMO & Co-op programs
- dissemination of information
(i.e. development of newsletters)
- visibility of Hispanics in the agency
(i.e. organize employee associations)

4. Participation in and contributions to committees, task forces, etc., that result in concrete accomplishments.

Examples: a) special committees/task forces such as FEORP Clearinghouse, HEP Council's special committees, etc.

b) presentations/speeches, training, etc.

5. Other activities with professional associations, community organizations and/or civic groups that concentrate their efforts in addressing the needs and problems of Hispanic: youth, women, handicapped individuals, veterans, etc. Describe specific actions/projects which have impacted significantly upon the Hispanic community or the Hispanic Employment Program.

Nomination Package

The nomination package consists of: the nomination form (Attachment A), narrative of the nomination, and a biographical sketch (Attachment B). Five copies of each of these items must be submitted.

ATTACHMENT A

HISPANIC EMPLOYMENT PROGRAM ACHIEVEMENT AWARD

NOMINATION FORM

Name of Nominee: _____

Title: _____

Agency: _____

Length of Service
as Agency HEPM: _____
(if applicable)

Name of Nominating Official: _____

Title: _____

Agency: _____

Telephone Number: _____

Nomination Category: 1. HEP Manager / /
 2. Supervisor/Agency Official / /

I certify that the information provided below is true and accurate to the best of my knowledge and understanding.

Signature of Nominating Official

Date

Signature of Agency Head or Designee

Date

Signature of EEO/Personnel Officer

Date

ATTACHMENT B

Biographical Sketch

- I. Please submit a brief biographical sketch of the nominee.
- II. In the space below or on separate sheets provide narrative describing the achievements of the nominee based on the established nomination criteria. The narrative must be specific in substantiating actions/projects which have impacted significantly upon the Hispanic Employment Program.
 1. Stimulation of recruitment efforts which results in measurable increase of the Hispanic population in the nominee's respective agency.
 2. Active cooperation with community organizations on programs that directly affect the recruitment, hiring, training, and advancement of Hispanics in the Federal government or programs which promote and advance the goals and objectives of the HEP.
 3. Enhancement of the opportunities or performance of agency's Hispanic employees by encouraging the development of projects or programs.
 4. Participation in and contributions to committees, task forces, etc., that result in concrete accomplishments.

5. Other activities with professional associations, community organizations and/or civic groups that work in addressing the needs and problems of Hispanic: youth, women, handicapped individuals, veterans, etc.

III. Submit five copies of the package to:

Hispanic Employment Program
Office of Personnel Management
1900 E Street, N.W.
Room 7H17
Washington, D.C. 20415

ATTN: Chief, Hispanic Employment
Program

Nominations must be received by:

August 16, 1985.

Late nominations will not be accepted.